

IN THE UNITED STATES BANKRUPTCY COURT  
FOR THE NORTHERN DISTRICT OF TEXAS

IN THE MATTER OF

PRIVACY-RELATED RULES

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§

GENERAL ORDER NO. 2004-04

**GENERAL ORDER REGARDING PRIVACY AMENDMENTS TO THE  
FEDERAL RULES OF BANKRUPTCY PROCEDURE**

To comply with the policy of the Judicial Conference of the United States and the E-Government Act of 2002, and to promote electronic access to case files while also protecting personal privacy and other legitimate interests,

**IT IS ORDERED** that parties shall refrain from including, or shall partially redact where inclusion is necessary, the following personal data identifiers from all documents and pleadings filed with the court, including exhibits thereto, whether filed electronically or in paper, unless otherwise ordered by the court:

- a. Social Security numbers.** If an individual's social security numbers must be included in a pleading, only the last four digits of that number should be used.
- b. Names of minor children.** If the involvement of a minor child must be mentioned, only the initials of that child should be used. On Schedule I of the Official Bankruptcy Form 6, list relationship and age of the debtor's dependents (i.e., son, age 6).

**c. Dates of birth.** If an individual's date of birth must be included in a pleading, only the year should be used. On Schedule I of Official Bankruptcy Form 6, list the age of each of the debtor's dependents.

**d. Financial account numbers.** If the financial account numbers are relevant, only the last four digits of these numbers should be used. On Schedules D, E, and F of Official Bankruptcy Form 6, debtors, if they so choose, may include their full account numbers to assist the trustee and creditors.

**IT IS FURTHER ORDERED** that for petitions filed on or after December 1, 2003, individual debtors must complete and file electronically, unless otherwise ordered by the court, Official Form 21 *Statement of Social Security Number*.

**IT IS FURTHER ORDERED** that in compliance with the E-Government Act of 2002, any party wishing to file a document containing the personal data identifiers listed above may file an unredacted document under seal. This document shall be retained by the court as part of the record. The court may, however, still require the party to file a redacted copy for the public file.

**IT IS FURTHER ORDERED** that the responsibility for redacting these personal identifiers rests solely with counsel and the parties. The Clerk of Court will not review each document and pleading for compliance with this rule.

**IT IS FURTHER ORDERED** that this order is effective September 15, 2004, and supersedes General Order 2003-05.

The court has authorized the Chief Bankruptcy Judge of the district to enter this order on behalf of the court.

Signed this 8th day of September, 2004.

/s/ Steven A. Felsenthal

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Steven A. Felsenthal  
Chief United States Bankruptcy Judge